State of Kansas
How to Find a Cash Balance in SMART
Statewide Management, Accounting and Reporting Tool

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How do I Find a Cash Balance in SMART?	The purpose of this training document is to show you how to calculate and compare the two different SMART Cash Balances. This process uses several different SMART pages, SMART queries, and a spreadsheet. This training document is an abbreviated version of the web pages associated with this topic. ***It is highly recommended that you view the web page content on the SMART Web website, PRIOR to using this job aid.*** Link to web pages follows. For an in-depth explanation of this topic, which includes additional screenshots and information, please click the following link: https://smartweb.ks.gov/announcements/module-month/general-ledger/how-to-find-a-cash-balance-in-smart---page-1
1.	**Step One**: Enter the desired search criteria in to the Ledger Inquiry Page, and then click the **Search button**.	The **Ledger Inquiry** page is used to view detailed transaction data in the General Ledger module of SMART. **Navigation to the Ledger Inquiry Page:** From the **Home page** in SMART, click on '**General Ledger**' on the left navigation menu, then click on '**Review Financial Information**', then click on '**Ledger**', and then select the appropriate tab - either the '**Find an Existing Value**' tab or the '**Add a New Value**' tab. Use the '**Add a New Value Tab**' to create a new Ledger Inquiry. Use **Account Code: '110100'.** Enter the desired **Fund** and **Budget Unit** information and click the **Search button**.
2.	**Step Two:** View the results of the General **Ledger Inquiry**.	The **General Ledger Cash Balance** is: • Found in the most recent accounting **Period** with activity • Displayed by '**Fund**' and '**Budget Unit**' • Displayed in the **YTD Period Balance column(s)** (**Note**: The **YTD Period Balance (in Transaction Currency)** column and the **YTD Period Balance (in Base Currency)** column balances should match)

		• Keep this page open – you will need to use the data shortly.
3.	**Step Three:** View the results of the General **Ledger Inquiry**.	View the **Cash Balance for the Budget**: The **Budget Details** page in the **Commitment Control module** of SMART is used to view detailed transaction data pertaining to a budget. **Navigation to the Budget Details page:** From the **Home page** in SMART, click '**Commitment Control**' on the left navigation menu, then click '**Review Budget Activities**', then click '**Budget Details**'. There is only one tab available - the **'Find An Existing Value**' tab. Use the **Budget Details** page to view the details of the Cash Balance for a budget. Use the Budget Details page to enter in the desired search criteria: Business Unit, Ledger Group = CC_CASH, and desired Fund Code. ***Do NOT enter a Budget Period because the Cash Budget Ledgers do NOT have a budget calendar.*** Click the **Search button**. Clicking the Search button prompts SMART to display the search results.
4.	**Step Four:** Select the desired search result.	• Select the desired Search Result by clicking on the row.

5.	**Step Five:** Review the Search Result data.	The **Budget Cash Balance** is:
		
		• Found on the **Commitment Control Budget Details page**, under the **Available Budget** section.
		
		   (**Note:** The 'Without Tolerance' and the 'With Tolerance' amounts should be the same because the State of Kansas is not using the 'Tolerance' functionality in SMART).
		
		• Displayed by '**Fund**' and '**Budget Unit**'
		
		• The sum of the Budget and Associate Revenues less the Expenses:
		
		   Budget + Associate Revenues - Expense = Budget Cash Balance
		
		• Keep this page open – you will need to use the data in the next step.

6.	**Step Six:** Create a Difference spreadsheet	Create a Difference spreadsheet and enter the data from the query results.

		You will use this spreadsheet to help you calculate the Differences between the General Ledger Cash Balance and the Budget Ledger (Commitment Control) Cash Balance:

Fund	Budget Unit	GL Account	GL Cash balances	Budget Cash balance	Difference
2323	2301	110100	389,436.09		
		Total	389,436.09	387,747.02	1,689.07
2323	2302	110100	66,647.14		
		Total	66,647.14	66,261.99	385.15
2323	2303	110100	1,947.58		
		Total	1,947.58	1,940.45	7.13

| 7. | **Step Seven:** Use the (General) **Ledger Inquiry page** to identify all of the Payables items in SMART that are NOT included in the GL Cash Balance. | **Note:** Payables accounts in SMART begin with a **'2xxxxx' Account code**, and include Accounts Payable, Expense Payable, Payroll Deductions (SHaRP), and Payroll Taxes (SHaRP).

Explanation: The Payables items using Account Codes that begin with a '2xxxxx' are still 'in process' in the Payables modules of SMART. They have not yet progressed to the point of payment in SMART. Therefore these Payables items are not yet reflected in the GL Cash Balance (Account '110100').

Keep this page open – you will need to use the data from the Search results to enter it into the Difference spreadsheet. |
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| 8. | **Step Eight:**

1. Enter the Payables data information into the Differences Spreadsheet.

2. Add a new column: Revised Difference 1.

3. Calculate the Revised Difference 1 = The sum of the 'Difference' column and the 'GL Payables Balances' column. | **The Revised Differences '1' column is calculated by:** The sum of the 'Difference' column and the 'GL Payables Balances' column:

Fund	Budget Unit	GL Account	Difference	GL Payables Balances	Revised Difference1 (Sum of Difference and Payables)
2323	2301	110100			
2323	2301	220100		7.13	
2323	2301	220440		(206.61)	
	Total		1,689.07	(199.48)	1,489.59
2323	2302	110100			
2323	2302	220100		-	
2323	2302	220440		-	
	Total		385.15	-	385.15
2323	2303	110100			
2323	2303	220100		(7.13)	
2323	2303	220440		-	
	Total		7.13	(7.13)	-	
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9.	**Step Nine:** Run the "NOT_POSTED" queries using the Query Viewer **queries** to identify additional SMART transactions that have not yet 'Posted' to the General Ledger.	**Navigation:** From the **Home page** in SMART, click '**Reporting Tools**' then click '**Query**', then click '**Query Viewer**'. This prompts SMART to open the **Query Viewer page**. On the Query Viewer page, click on the **'Advanced Search' link.** **Query Name field**: Select 'contains' from the drop-down list options, and then enter "**NOT_POSTED**" into the Query Name field. Click the **Search button** to view the '**Query**' **Search Results**. The Search Results section displays all queries containing "NOT_POSTED" in the name of the query. Run ALL of the 'NOT_POSTED' queries. Keep the query results open, as you will need to copy and paste the data into the Difference spreadsheet.
10.	**Step Ten:** 1. Enter the query result data into the spreadsheet. Add a new column for each of the Query Results: • Expenses Not Posted • Vouchers Not Posted • Journals Not Posted • Interfunds Approved Not Posted 2. Add a new column named '**Revised Difference 2**'. 3. **Calculate the 'Revised Difference 2'** by taking the amounts from the 'Revised Difference 1' column and then subtracting the 'Not Posted' transaction amounts in the additional 'NOT_POSTED' columns.	The **'Revised Difference 2' column** reflects the final totals for the differences between the General Ledger Cash Balance and the Budget (Commitment Control) Cash Balance. Please notice that the balances for each of the Fund and Budget Unit combinations now total a zero dollar amount, and also show that the General Ledger Cash Balance (GL) and the Commitment Control (Budget - KK) Cash Balance match (because they each have a zero dollar balance).

				Query Results					
Fund	Budget Unit	GL Account	Revised Difference1 (Sum of Difference and Payables)	Expenses not posted	Vouchers not posted	Journals not posted	Interfunds Approved not posted	Revised Difference2 (Revised Diff1 less "not posted" transactions)	
2323	2301	110100							
2323	2301	220100							
2323	2301	220440							
	Total		1,489.59	0.00	1,489.59	0.00	0.00	0.00	GL and KK Cash balances match
2323	2302	110100							
2323	2302	220100							
2323	2302	220440							
	Total		385.15	0.00	385.15	0.00	0.00	(0.00)	GL and KK balances match
2323	2303	110100							
2323	2303	220100							
2323	2303	220440							
	Total		-	0.00	0.00	0.00	0.00	0.00	GL and KK balances match